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| UNIVERSITY of OXFORD SPORTS DEPARTMENT |  |  |  |  |
| **OXFORD UNIVERSITY RISK ASSESSMENT** | **DATE: - June 2021** |  |  |  |
| **Modern Pentathlon** |  |  |  |  |
| **Who might be harmed** | **HAZARD** | **Risk** | **Control Measure in place** | **Further Risk reduction required**  **Y / N** |
| Participants | Drugs and Alcohol | Minor / Major injury | The Consumption of alcohol and non-prescribed drugs is prohibited |  |
| Participants | Non-qualified / insured instructors / coaches | Unsafe practice | Club Committee to ensure that the coach / instructor is qualified and insured and where applicable a DBS is completed |  |
| Participants | Equipment failure | Minor / major injuries | Club Committee to ensure necessary equipment checks and servicing has been completed and documented |  |
| Participants | Slips, trips , falls | Minor injury | Club Committee to ensure that the facility are fit for purpose |  |
| Participants | Fire | Burns / fatality | Club Committee to ensure a safety brief at the beginning of meeting to includes what to do in the event of a fire, location of nearest exits, fire assembly points. |  |
| Participants  Public | Travel | Major incident / accident , Fatality | Club Committee to check the insurance of car drivers.  Drivers to comply with current Road Safety laws and have a full driving licence.  Hire vehicles drivers MUST have passed the University accredited driving course. Drivers must be 21 or over.  Trip resignation forms to be sent to the Sport Federation no later than 5pm on the Thursday before the fixture. Sports fed will forward the form to security services.  The registration form for trips aboard MUST be sent a minimum of 1 month prior to the trip departing.  Club Committee to supply Safety officer with travel insurance details and trip Risk Assessment.  In the event of a major accident security services must be contacted 01865 289999 |  |
| Fencing |  |  |  |  |
| Participants | Broken Blades | Minor / Major injury | Training - obey the referee, proper technique and observation of rules and etiquette.  Full safety equipment to be worn at all times when engaged in or  Demonstrating fencing. All equipment owned by the club conforms to latest MPAGB / FIE standards.  Regular inspection of blades and disposal of those with weakened "soft" points anywhere along their length.  New blades to be maraging steel. Proper repair of blades/wires |  |
| Participants | Disposal of Broken Blades | Minor / Major injury | Blades handed to Sports Federation for disposal.  Potential for sharp broken surface to cause harm to those unawares. |  |
| Participants | Slipping, falling, collision  with opponent or obstacle | Minor / Major injury | Pistes laid down as far away from obstacles as possible.  Recommend to fencers that their footwear be of reasonable grip.  Observation of rules regarding the "fleche" – must pass the opponent adjacent to their non-sword arm.  Checking of piste surface at training and events.  Ensuring no equipment impinges upon adjacent piste area.  Asking all spectators to stand at the end of piste when insufficient room to stand at side. |  |
| Participants | Referees and bystanders  caught up in on-piste  action | Minor / Major injury | Referees and bystanders keep a safe distance.  Where not able to put a safe distance between themselves and fencers, referees wear full protective equipment (including masks).  Spectators move to ends of piste. |  |
| Participants | General sports injuries,  "pulled" and torn muscles,  ligaments, and tendons | Minor / Major injury | Warm up and stretch prior to each training session (performed individually).  Warm up as a group would  ensure thoroughness |  |
| Participants | Risk to fencers and  general public  transporting kit on bicycle  or foot | Minor / Major injury | Recommend that where possible fencers should travel accompanied.  Also that any blades are covered in the appropriate  way  Bags can be provided for transportation to competitions.  Cars are preferable form of Transport |  |
| Participants | Breaking lights in low  ceiling venues | Minor / Major injury | Limit fencing here where possible, remind fencers of the risk |  |
| Participants | Medical conditions | Minor / Major injury | Coaches check participating fencers are fit before commencing session |  |
| Participants | Injury sustained during  training | Minor / Major injury | Activity leaders issue clear instructions. If an injury occurs, procedures outlined in the code of conduct (section 8) are followed.  Phone in cricket schools is used to alert reception to  situation |  |
| Participants | Risk of weapons being  used other than for the  purpose of fencing, club  kit being taken from the  cupboard for this purpose | Minor / Major injury | Security measures include: Sign on cupboard detailing process for borrowing kit, Termly sword inventory by the Armourer,  Keys to the fencing cupboards are stored behind the main reception desk with only a limited number of people having  access. |  |
| Riding |  |  |  |  |
| Participants | Trodden On | Minor / Major injury | Inexperienced or nervous riders advised not to handle  horses,  Sensible footwear must be worn at all times around  Horses. |  |
| Participants | Bitten | Minor / Major injury | Teach correct procedures for handling horses  Warning notices of horses prone to biting\* |  |
| Participants | Leading and  Handling | Minor / Major injury | Inexperienced or nervous riders advised not to handle  horses,  Advised on safest methods for leading\*. |  |
| Participants | Kicked | Minor / Major injury | Inexperienced or nervous riders advised not to handle  horses,  Warning notices of horses prone to kicking\*,  Approach horse from front. |  |
| Participants | Poor  Instruction | Minor / Major injury | The club only uses establishments that are approved by a relevant authority such as the BHS or the ABRS.  Teaching staff are either appropriately qualified, in accordance with the authority with which the riding club is recognised, or they have a sufficient level of experience equivalent to such qualifications. |  |
| Participants | Falling Off | Minor / Major injury | Riders to be supervised at all times, BHS safety standard hats to be worn at all times when mounted,  Footwear with a heel to be worn at all times,  Back protectors to be worn when jumping,  Riders encouraged to speak out if they feel unsure  Check for correctly fitted tack,  Riders to take advice about horse,  Riders advised on correct way to fall off so as to minimise danger e.g. from trampling. |  |
| Shooting (Laser Pistols) |  |  |  |  |
| Participants | Inexperienced/ Novice athletes | Minor / Major injury | Follow procedures for Range Officer (RO) as laid down in the Code of Practice,  Only Committee Members/Club Coach to take RO duties on Club  training sessions.  Guests and probationary members must be supervised closely by full members.  Mandatory safety briefing to all new members and novices,  All members to sign safety declaration and complete  membership form before they shoot any firearms. |  |
| Participants | Injury/Damage due to malfunction of the Laser pistols | Minor / Major injury | Maintain records of laser pistols’ manufacture and service records, regular checks of laser equipment, ensure any malfunctioning guns are clearly marked and taken out of use, and properly repaired. |  |
| Participants | Injury/Damage when charging & discharging of Laser pistols | Minor / Major injury | Charging/discharging of pistols undertaken by RO/Committee Members/Club Coach |  |
| Participants | Misuse of laser guns, Unauthorised uncasing of Laser pistols | Minor / Major injury | Guns not to be removed from range except for competitions,  Guns to only be unboxed on a proper range under the control of a range officer/Committee Member/Club coach.  Keys to the shooting cupboards are stored behind the main reception desk with only a limited number of people having access. |  |
| Participants | Inappropriate transport of  laser pistols | Minor / Major injury | All pistols to by transported in protective cases, bags or boxes,  All pistols to be stored securely in vehicles. |  |
| Participants | Minor incidents e.g. dropping things on feet, shutting fingers in doors etc. | Minor / Major injury | First aid procedures at range to be  understood and followed. |  |
| Participants | Injury/Damage caused by tripping over cables | Minor / Major injury | Floor run cables to be secured and away from the shooting area/run course. |  |
| Participants | Road traffic accident when  Travelling with gun. | Minor / Major injury | Difficult to avoid, and unlikely. Take mobile phones when travelling in order to summon assistance,  Book minibuses from reputable companies, with seat belts,  Ensure all drivers are minibus qualified,  Guns to be secured whilst transporting them. |  |
| Swimming |  |  |  |  |
| Participants | Poolside | Minor / Major injury | Low number of swimmers (<30),  Safety rules established and adhered to,  Orderly behaviour required,  Lifeguard to be present at all times on the poolside,  Emergency procedures established and known, so an ambulance or other help can be summoned without delay,  In the case of emergency, all swimmers should leave the Pool  and follow lifeguard’s instructions,  Loose jewellery must not be worn in the water under any circumstances,  Pulse watches are however allowed in training,  It is the responsibility of the swimmers only to ensure that such  items are not worn in the pool.  In using the Rosenblatt Pool in Iffley Sports Centre, the operating  procedures followed by OUSC are the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP),  If anything within the fabric of the Pool is faulty then this should be flagged up with the Facilities Manager or appropriate manager  of the pool. |  |
| Participants | Other  physiological  conditions | Minor / Major injury | Swimmers to be vigilant of themselves and each other,  Encourage a supportive environment where people are not pushed overly hard,  Encourage warm up and stretching,  No swimmer should enter the water or attempt to train if they feel unwell in any way. It is the responsibility of the swimmers to  ensure that they inform the team captains or the coach if they feel in any way unwell. |  |
| Participants | Slips, trips and  falls | Minor / Major injury | All swimmers warned to take care at water edges when entering and leaving water,  No running allowed on poolside,  Orderly behaviour essential on side of pool. |  |
| Participants | Diving | Minor / Major injury | Swimmers must be of appropriate standard to dive into shallow end at competitions,  Training is to be given to those not competent, by a swimming coach,  Local regulations about diving are to be followed. |  |
| Participants | Equipment | Minor / Major injury | All signs and instructions at pool to be followed,  Any lack of understanding to be clarified with pool staff. |  |
| Participants | Injury of new  club members | Minor / Major injury | Ensure that the attention of every swimmer has been drawn to the  Code of Conduct and Risk Assessment forms of OUMPA,  Assessment of swimmers ability to be made by Coach or Captain. |  |
| Participants | Injury at  competitions | Minor / Major injury | Appoint an event organiser for the team prior to the competition,  Ensure that the "trip and registration form" is completed and emailed to the Sports Federation, see notes,  Ensure that competitors are insured through MPAGB,  See all other relevant sections of this form as regards the general  risks of being on poolside, regulations regarding diving, and  also the safety procedures to be followed in the case of an  emergency. |  |
| Participants | Poor Coaching  or Instruction | Minor / Major injury | Only contract with a fully insured and qualified coach who follows NGB guideline |  |
| Participants | Cuppers | Minor / Major injury | Ensure that the event is planned carefully in advance, and that  enough OUMPA members will be in attendance on the day to  ensure the smooth running of the event,  The cupper’s organiser must ensure that the attention of every  competing swimmer is drawn to the safety information requirements as provided in this form by means of a safety briefing prior to the event itself. |  |
| Running |  |  |  |  |
| Participants | Running Alone | Minor / Major injury | Runners encouraged to run with other club members on organised runs.  Remind runners of the risks of running alone,  Arrange runs using the email list. |  |
| Participants | Running in the dark | Minor / Major injury | Runners encouraged to wear light coloured or reflective clothing, or to avoid running in the dark.  Remind runners of the risks of running in the dark,  Arrange runs during the day or at a lit track. |  |
| Participants | Cold / hot weather | Minor / Major injury | Members encouraged to warm up thoroughly in cold weather and to wear clothing appropriate to the conditions as well as stay hydrated in hot weather,  Sun-protection is advisable. Educate members about the risks of hot and cold weather and how they can reduce the risks and deal with injuries /dehydration etc. if necessary |  |
| Participants | Uneven ground | Minor / Major injury | Educate members on how best  to run on uneven ground, kit  selection and how to best deal  with injuries |  |
| Participants | Asthma | Minor / Major injury | Members required to let committee  members know if they are asthmatic, and  should carry an inhaler. |  |
| Participants | Enrolling new  members with little or  no experience of  running/ training  competitively. | Minor / Major injury | Ensuring committee members advise new  members of how to train safely. |  |
| Participants | Injury through  insufficient warm-up. | Minor / Major injury | Encourage all members to undertake a thorough warm-up, consisting of at least 10mins of light jogging followed by 10mins  of stretching.  It should be emphasised that this warm-up is an integral part  of the training session,  Members should be encouraged to stop running immediately if they feel unwell or unusually exhausted, particularly if not accustomed to vigorous exercise. |  |
| Participants | Inadequate equipment  / kit | Minor / Major injury | All equipment needed should be provided by club members, who should have the opportunity to ask the advice of committee  members regarding suitability of kit  All committee members should inform any club member who they believe to be using inappropriate or potentially hazardous kit,  Footwear is the only real issue when running in good  conditions. |  |
| Participants | Lighting, ground and  weather conditions | Minor / Major injury | A decision will be made by committee members present on whether the club training or event will take place,  For example, adverse icy conditions on the track may cause the decision to cancel, or simply change to a safer road run.  The committee, especially those leading the session, should  encourage participants to dress appropriately, with high visibility  clothing when dark. |  |
| Participants | Vehicles | Minor / Major injury | Vehicles are sometimes present in University Parks. Committee members should always be aware of the possible risk, and be ready to alert and divert the running group. If necessary, a complete change of route may be made during the "rep"  sessions. |  |
| Participants | Individual Medical  conditions | Minor / Major injury | The time at which the University Park sessions take place usually pre-empts any maintenance work being  carried out with vehicles, 1pm is a particularly quiet time (most people are at lunch) and ensures the highest level of visibility for the day. |  |
| Participants | Individual Medical  conditions | Minor / Major injury | Members of the club with medical conditions that may put them at risk whilst running are aware that their participation is at their own risk, any developed conditions since joining must also be reported.  The club in no way endorses participation in running against medical advice,  It is the sole responsibility of the participant to notify the  club of any possible problems, as well as to assess his or her  own ability to compete or train,  An environment is to be maintained where members do not feel any pressure to train through an injury. |  |

**RECOMMENDATIONS FOR RISK REDUCTION**

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| Action | By When? | By Whom? | Completed |
| Participants to wear Appropriate clothing and PPE | 31 Oct 2021 | Club Committee |  |
| Club to ensure they have sufficient insurance a copy to be sent to the Sports Safety Officer | 31 Oct 2021 | Club Committee |  |
| Copies of instructor qualification and insurance to be supplied to Sports Safety Officer | 31 Oct 2021 | Club Committee |  |
| Safety brief to be conducted by the committee and to document who has received the brief | 31 Oct 2021 | Club Committee |  |

Club President …………Kathryn Smith Date ………………………24/June/2021

Club Secretary …………Hannah Williams Date ………………………24/June/2021

Health and Safety Officer …Kathryn Smith Date ………………………24/June/2021

**RISK ASSESSMENT REVIEW**

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| --- | --- | --- | --- |
| Date | Comments | Actions | Completed |
|  |  |  |  |

Club President ……………………………………. Date ……………………………………..

Club Secretary …………………………………….. Date ……………………………………..

Health and Safety Officer ………………………… Date ……………………………………..